



Request for Basic Certificate Program Waiver

Name of Participant Requesting Waiver: _____

Department/Agency: _____

Phone Number: _____

Procurement and Contracting Officer (PCO): _____

I, _____, have demonstrated to my department/agency that I have the knowledge, skills, and abilities to forgo the Basic Certificate Program.

I understand that two workshops will continue to be required in order to advance to the Intermediate Certificate Program. I also understand that in order to enroll in the Intermediate Certificate Program, I must submit the following documents to the State Training Center (STC):

- A waiver signed by your department's/agency's PCO (This documentation must be kept on file by the participants' department/agency);
- A copy of at least two certificates of completion from the Cal-PCA Basic Workshops; and
- A completed STD 697.

The training registration may be mailed (STC, 1515 "S" Street, North Bldg., Ste. 108, Sacramento, CA 95814) or faxed to STC at (916) 324-4050. Phone registrations are not accepted. Please contact your department/agency training office for further information.

Procurement and Contracting Officer Signature

Date

Participant Signature

Date